



SNAP Retailer Sign-Ups and HIP Information Sessions for Farmers Market Managers

MDAR, along with the Department of Transitional Assistance, (DTA), USDA and our community partners will be holding several sign up events so farmers and farmers market managers can easily get their market ready to accept SNAP (formerly food stamps) benefits and learn about the new Healthy Incentive Program (HIP). At these drop-in information sessions you can get your farmers' market authorized for SNAP and receive your USDA FNS number the very same day! USDA staff will be on site to walk you through the process and assist with your application. You will also learn about equipment options and about processing SNAP and the new Healthy Incentives Program (HIP) benefit. NOTE: *Registration for the conferences is not required if you wish to only attend the retailer sign-up events.*

DTA, DAR and USDA staff will be available at the following events:

1. [Harvest New England Agricultural Marketing Conference and Trade Show](#): Wednesday, March 8, 9:00 a.m. – 5:00 p.m. and Thursday, March 9, 7:30 a.m. – 3:00 p.m., Sturbridge Host Hotel, Executive Room, Sturbridge MA 01566
2. [Northeast Harvest Agricultural Conference](#): Tuesday, March 14, 9:00 a.m. – 2:30 p.m., Topsfield Fairgrounds, 207 Boston St, Topsfield MA 01983
3. [Berkshire Grown – Growing the Local Food Market](#): Thursday, March 23, 2:00 p.m. – 7:00 p.m. – Lenox Community Center, 65 Walker St., Lenox MA 01240
4. [Meet Your Local Farmers' Event \(Cape and Island Farm Bureau & Harwich Conservation Trust\)](#): Saturday, March 25, 11:00 – 4:30 p.m., Harwich Community Center, 100 Oak Street, Harwich MA 02645

HIP Informational Webinars

We will be holding several informational webinars over the coming weeks, so you can learn more about the Healthy Incentives Program (HIP), and get answers to questions about the new benefit program. Please RSVP through one of the links below, and to receive information on how to log into the webinar. We hope you can join us.

RSVP for Informational Webinars through the Links:

1. [Wednesday, March 22, 2:00 p.m. – 3:00 p.m.](#)
2. [Wednesday, March 29, 10:00 a.m. – 11:00 a.m.](#)
3. [Monday, April 3, 2:00 p.m. – 3:00 p.m.](#)

SNAP Retailer Sign-Up: Things to Bring

If you intend on getting an FNS number (SNAP retailer authorization) at one of the above sign-up events, please bring copies of the following documents, to be included with your application:

- 1) Picture ID (driver's license or passport).
- 2) Social Security Card (or other official document with your name and SSN).

- 3) Copy of voided check for bank account you will use to deposit funds.

For non-profit 501(c)(3) Only:

Farmers Markets operated/sponsored by a non-profit are the ONLY applicants that are not required to submit verification of a Social Security number for corporate officers/board members.

Documentation Required:

- a) Copy of the IRS Determination Letter stating the organization is a 501(c)(3). A (C)(4) and (C)(6) will not be accepted.
- b) Letter from the sponsoring agency stating that they are sponsoring the farmers market and who they have appointed as their legal representative to operate the farmers market.
- c) The application must be signed by a corporate officer or a board member.

For Government Owned/Operated Farmers Markets Only - Documentation Required:

- a) Copy of the City/Town IRS EIN/TIN Tax Exempt Letter.
- b) City/Town Official must sign the Application Certification Page.
- c) No personal information is required or needed.

For more information please contact:

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